

# **READVERTISEMENT**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**November 13, 2008**

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<b>TITLE:</b>	Mental Health Services Bureau Chief
<b>POSITION NO:</b>	07089
<b>LOCATION:</b>	Addictive & Mental Disorders Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 7
<b>STARTING SALARY:</b>	\$49,502 - \$61,878 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. **This position is open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 28, 2008 (third review)**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Travel (in- and out-of-state) is required approximately 10% of the time. The position requires extensive public contact. Project deadlines may result in stressful conditions and working hours will at times exceed the normal eight-hour day.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** The Mental Health Services Bureau Chief has primary responsibility for planning, coordinating and ensuring effective implementation of all aspects of a statewide program for publicly funded, community based mental health services. The position is responsible for directing all oversight, quality

assurance, and reporting activities with respect to the public mental health system. This position also manages reimbursement of mental health services under the State's Medicaid program, the state funded Mental Health Services Plan (MHSP), and a Medicaid HCBS Waiver to ensure Medicaid and state funded mental health services are delivered and reimbursed in a manner that is consistent with all applicable federal/state statutes and regulations. The position reports to the Addictive & Mental Disorders Division Administrator, and supervises 17.5 staff within the Bureau.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of the concepts and theories of the human services field, as well as extensive knowledge of state mental health programs and systems, thorough knowledge of state, Medicaid, and other reimbursements systems for mental health services and of federal/state regulations governing the Medicaid program; state procurement and contracting processes; management principles and practices; state budgeting processes; computers and management information systems; Medicaid Management Information System (MMIS) and The Eligibility Screening System (TESS); decision support programs; and personnel management and supervision concepts and practices.

Skills: Skill in written and verbal communication with emphasis on translating complex concepts into operational language and articulating programs and requirements clearly and concisely to a variety of audiences; being analytical in order to evaluate the effect of potential program modification on overall system performance; conflict resolution in order to respond to conflicting interests in designing and implementing systemic and reimbursement changes; and strong public relations to represent the department's mental health program to a variety of constituencies.

Abilities: Ability to provide clear directions, technical assistance and guidance to bureau staff to ensure effective operations and program activities; accurately apply general mental health standards and program requirements to specific circumstances; evaluate multiple and ambiguous facts to resolve problems; develop technically and legally defensible courses of action in response to program deficiencies; translate technical information to audiences of varied technical levels; and determine appropriate responses to mental health system issues and related problems with minimal assistance or precedent.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in human services, business administration, or closely related field **AND** five years of relevant experience including mental health

program design and administration, to include at least three years in a supervisory or managerial capacity.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume; and
5. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this

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document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Mental Health Services Bureau Chief

Position: #07089

Location: Addictive & Mental Disorders Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplement questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position provides leadership to a bureau that administers complex programs and requires extensive experience managing a budget and staff. Please describe your professional experience pertaining to management, staff supervision, and program administration.
2. Please describe your experience and expertise regarding mental health programs, including your success with communicating controversial issues to constituents and the general public.